

Weekly Report for Week Ending 25 August 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 13 actions requiring the printing of 153,750 copies or sets of blank forms.
- (2) One new and one revised form was approved.
- (3) One form was obsoleted.

2. Assignments

a. Active

- (1) Eleven new and 13 revised forms.

(2) Teletype Dissemination Information Reports and Systems []

25X1

Telephone bids were solicited on this rush job. Low bidder was a supplier new to the Agency, [] bidding the A&M Off- set Master. Material tests were OK and an award was made. Proofs are due in 10 working days. 25X1

(3) Revision of Dispatch Forms []

25X1

DD/P [] has ~~now~~ had this package for over nine months. They are still studying a bakers dozen proposals for changing and improving the forms and the system. [] advises that they are now working with [] on the study and hope to have it completed prior to the next reprint of forms. 25X1

(4) Improved Management of Stocked Forms []

25X1

[] now in process of storing blank forms in form number sequence. During the rebinning process, the [] is finding a number of forms not included in the current index. When rebinning is finished the [] will furnish a list of such forms to DSCS who will review and then coordinate with us. After coordination, appropriate disposition instructions will be issued. Action has also been taken to insure that on specialty-type forms the edition date will be included on all inner packages. This will materially assist in inventorying, issuing and disposal of stocks. In the future, GPO will wrap all forms in packages of 100 each. PSD will still not agree to do this. All stocked blank forms are being inventoried; inventory will start on or about 1 September. A complete inventory of rejected materials will also be made by the [] 25X1

CONFIDENTIAL

(5) Uniform Information Report [redacted]

25X1

Delivery of printed copies of the Department of the Army's Information Report Forms is expected this week or next. ✓

(6) New Building Project [redacted]

25X1

The Records Retirement Schedule has been redrafted and is now being typed.

(7) Expediting Printing of Information Reports [redacted]

25X1

(8) Improvement of Quality of Information Reports Production

25X1

[redacted]
Reviewing proposed RC Memo of instruction to Reports Officers here and overseas on how to handle and prepare reports on sets containing offset masters. Also considering an employee suggestion from OCI [redacted] which we had requested him to submit concerning protective holders for offset masters. I discussed with [redacted] Clerical Training, Intelligence School, our plans for development of a course of instruction on the care, preparation and handling of ditto and offset masters, of both the general and the reports type. She was in accord with our tentative plan to make such a course of training available to clericals (both new and refresher); also to include such training in the course now being developed [redacted]

25X1

25X1

of the Operations School for Reports Officers. It was agreed that we would develop the course materials to a reasonable degree and then make a formal proposal to the Director of Training that the data be included in both the Intelligence and Operations Schools. We would probably conduct the first half dozen courses and then turn instructions over to OTR. We will cut in [redacted] further, also Printing Services Division; then proceed with course development.

25X1

25X1

(9) Proposed Revision of Security Officer Check List [redacted]

25X1

(10) Forms Workshop -A [redacted]

25X1

Reviewed the GSA slides and their A script. Also reviewed our set of CIA slides developed in 1954. Decided that the two sets can be incorporated into a single improved set. The script will be rewritten to accommodate both sets of slides and to also include citation of specific facts and other pertinent CIA data. The CIA slides (glass bound in tape) have deteriorated some due to excessive heat and humidity in storage. They have been sent to PSD for rebinding in metal. In reworking the script we plan to illustrate it with blow-ups of the slides. We also plan to develop a special brochure, illustrated with the slides, incorporating the text of the script, which will be passed out at the end of each A Workshop.

~~CONFIDENTIAL~~

b. Inactive

(1) Elimination of Transmittal Dispatch for T&A Forms [redacted]

25X1

25X1

Report of Messrs [redacted] was sent to the Comptroller ARO earlier this month. I plan to give her a month or six weeks to accomplish recommendations. If an accomplishment report is not received by that time we will follow through.

25X1

(2) Elimination of Transmittal Dispatches for Personnel-type Data [redacted]

Awaiting results of the T&A Study.

(3) Security Handling of Forms at [redacted]

25X1

Awaiting review of forms by the OTR/ARO.

3. News

- a. RID/DD/P notified us that they wanted to destroy over \$4,000 worth of specialty forms (Form 44K) originally ordered for use in RID. We requested that they send a memo stating why forms are to be destroyed. We will try to use the forms elsewhere in the Agency.

25X1

25X1

~~CONFIDENTIAL~~